

Your Wedding Event Run Sheet

(And how to use it)

The Run Sheet is a straight-forward document plan of your dream day. Everything that you have planned, including the details of each event, should be listed here.

The first section is for contact information for both the Bridal party and your suppliers. This is important to have so that everyone is contactable in case of emergency.

Next you can enter an overview of your timings such as:

15:00 – 16:30 – Wedding Breakfast is served

16:30 – 16:45 – Magic Show

16:45 – 17:00 – Speeches

Remember to add the number of guests and specify how many are children.

Below this is the running order for the day.

Here you can add all the finer details such as set up information, decoration requirements, and other specific instructions etc.

Just “N/A” any sections that are not relevant to you.

I have put a few prompters but don't be afraid to add as much detail as possible. It is better to have too much detail than not enough.

Hopefully that all makes sense but feel free to contact me if you have any problems or need any help and we can organise a zoom call to go through it.

Let me know if there is anything whatsoever that you need any help or advice on.

I am here to help you make your day as Magical as possible, so there really is no such thing as a silly question!

Please get this back to me at least 3 weeks before your Wedding date, as we can then arrange a final Zoom chat to go through it and make sure that it's all clear and included.

Magically yours,

Liam Ball AIMC*



Wedding Event Run Sheet

The Wedding of:

The Wedding Magician

www.liamballweddingmagician.com

weddings@liamballweddingmagician.com

www.liamballweddingmagician.com
weddings@liamballweddingmagician.com
07949 274378



PROUD TO BE A MEMBER OF
equity

The Main Players

| | |
|----------------------------|--|
| The Wedding Couple - Names | |
| Date of Wedding | |
| Wedding Ceremony Location | |
| Address | |
| Wedding Venue | |
| Address including postcode | |

| Daytime Reception Numbers | | Evening Reception Numbers | |
|---------------------------|--|---------------------------|--|
| Adults | | Adults | |
| Children | | Children | |

The Bridal Party

| Title | Name (Including Pronouns) | Mobile Number |
|---------------------|---------------------------|---------------|
| Best Man | | |
| Maid of Honour | | |
| Father of the Bride | | |
| Mother of the Bride | | |
| Father of the Groom | | |
| Mother of the Groom | | |
| Bridesmaid | | |
| Bridesmaid | | |
| Bridesmaid | | |
| Bridesmaid | | |
| Groomsmen\Usher | | |
| Groomsmen\Usher | | |
| Groomsmen\Usher | | |
| Groomsmen\Usher | | |
| | | |



Suppliers Details

| Supplier Type | Company | Contact Person | Contact Number | Email address |
|---------------|----------------------|----------------|----------------|--------------------------------------|
| Venue | | | | |
| Photographer | | | | |
| Videographer | | | | |
| Flowers | | | | |
| Cater | | | | |
| Car | | | | |
| Car | | | | |
| DJ | | | | |
| Host/Magician | The Wedding Magician | Liam | 07949 274378 | weddings@liamballweddingmagician.com |
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Running Order

Set Up – Ceremony

| Time (from) | | Time (to) | | Room/Area | |
|---|--|-----------|--|-----------|--|
| Room set up | Number of chairs: Number of rows: Decorations: | | | | |
| Decorations | | | | | |
| Who's responsible for which parts of the set up | | | | | |
| Notes | | | | | |

Set Up – Drinks Reception

| Time (from) | | Time (to) | | Room/Area | |
|---|--|-----------|--|-----------|--|
| Room set up | Tables and seating layout: Table plan display and location: | | | | |
| Decorations | | | | | |
| Who's responsible for which parts of the set up | | | | | |
| Notes | | | | | |

Set Up – Wedding Breakfast

| Time (from) | | Time (to) | | Room/Area | |
|---|--|-----------|--|-----------|--|
| Room set up | Number of tables: Shape of tables: Number of people per table: Cake table location: Present table location: Table plan display and location: Cake Table Location: Cake stands and knife supplied by: Thankyou gifts (put out on seats or stored ready for speeches): | | | | |
| Decoration | | | | | |
| Who's responsible for which parts of the set up | | | | | |
| Notes | | | | | |

Getting Ready - Bride

| Time (from) | | Time (to) | | Location | |
|---|--|-----------|--|----------|--|
| Equipment for hairdressers/make-up artists (i.e., chairs, table, extension lead for power) | | | | | |
| Food & drink for everyone whilst getting ready (i.e., breakfast, snacks, bubbles etc) | | | | | |
| How and when the bouquets will arrive (Along with any buttonholes for the Bride's side of the family) | | | | | |
| Notes | | | | | |

Get Ready Photos- Bride

| Time (from) | | Time (to) | | Location | |
|--------------------|--|-----------|--|----------|--|
| Photos to be taken | | | | | |

Get Ready Photos- Groom

| Time (from) | | Time (to) | | Location | |
|--------------------|--|-----------|--|----------|--|
| Photos to be taken | | | | | |

Arrival - Bride

| Time (from) | | Time (to) | | Journey time | |
|-----------------|--|-----------------|--|--------------|--|
| Travelling from | | How (i.e., car) | | | |
| Who travelling | | | | | |

Arrival - Groom

| Time (from) | | Time (to) | | Journey time | |
|-----------------|--|-----------------|--|--------------|--|
| Travelling from | | How (i.e., car) | | | |
| Who travelling | | | | | |



Wedding Event Run Sheet

The Wedding of:

www.liamballweddingmagician.com
weddings@liamballweddingmagician.com
07949 274378



Registrars speak to the Groom

| | | | | | |
|-------------|--|-----------|--|----------|--|
| Time (from) | | Time (to) | | Location | |
|-------------|--|-----------|--|----------|--|

Registrars to speak to the Bride

| | | | | | |
|-------------|--|-----------|--|----------|--|
| Time (from) | | Time (to) | | Location | |
|-------------|--|-----------|--|----------|--|

The Wedding Ceremony

| | | | | | |
|---|--|-----------|--|----------|--|
| Time (from) | | Time (to) | | Location | |
| Seating to be reserved | | | | | |
| Any items to be handed out (i.e., confetti, order of services) | | | | | |
| Music | How is this being played: Who is playing the music: Song for walking down the aisle: Song(s) for signing the register: Song for walking back down the aisle: | | | | |
| Readings (And by whom) | | | | | |
| Witnesses | | | | | |
| Photos to be taken | Before: During: After: | | | | |
| Notes | | | | | |

Travel to the Venue from the Ceremony

| | | | | | |
|----------------|--|-----------|------------------------|--------------|--|
| Time (from) | | Time (to) | | Journey time | |
| How (i.e. car) | | | Drinks for the journey | | |
| Notes | | | | | |

Drinks Reception

| Time (from) | | Time (to) | | Location | |
|--|--|---|--|----------|--|
| Drinks (Type, quantity, non-alcoholic option and how being served i.e., tray service, drinks station) | | | | | |
| Will the bar be open if people want alternative drinks? | | | | | |
| Canapes | | | | | |
| Music | | How is this being played: Who is responsible for putting the music on: Playlist/CD: | | | |
| Photos to be taken | | | | | |
| Person to assist the photographer in rounding people up for photos | | | | | |
| Notes | | | | | |

Sit Down

| Time (from) | | Time (to) | | Location | |
|---|--|-----------|--|----------|--|
| Liam to arrange participants in the receiving line | | | | | |
| Liam to announce guests to go through to take their seats | | | | | |
| Liam to announce the Wedding Party into the Room | | | | | |
| Liam to announce the Wedding Couple into the Room | | | | | |
| Notes | | | | | |

Wedding Breakfast

| Time (from) | | Time (to) | | Location | |
|--|--|-----------|--|----------|--|
| Menu: Starter | | | | | |
| Menu: Main Course | | | | | |
| Menu: Dessert | | | | | |
| Tea and Coffee | | | | | |
| Dietary Requirements | | | | | |
| Alternative Menu being served for Dietary Requirements | | | | | |
| Drinks with the meal (Including water: bottled or tap) | | | | | |
| Will the bar be open? | | | | | |
| Music | How is this being played: Who is playing the music: | | | | |
| Notes: | | | | | |

Speeches

| Time (from) | | Time (to) | | Location | |
|---|--|---|--|----------|--|
| Toasting Drink | | | | | |
| Order of the Speeches | | Father of the Bride: Groom: Best Man: | | | |
| Liam to intro the speeches | | | | | |
| Thankyou gifts (This is usually part of the Groom's Speech) (Reorder or Add/Delete as required) | | Parents of the Bride Parents of the Groom Bridesmaids Groomsmen Pageboys and Flower Girls Maid of Honour Best Man | | | |
| Notes | | | | | |



Turnaround to Evening Reception (if applicable)

| Time (from) | | Time (to) | | Location | |
|---|--|-----------|--|----------|--|
| Room set up | | | | | |
| Changes to be made | | | | | |
| Who's responsible for which parts of the set up | | | | | |
| Notes | | | | | |

Evening Reception

| Time (from) | | Time (to) | | Location | |
|--------------------------|---|-----------|--|----------|--|
| Cake Cutting | Time: Who to announce: What to be cut up: When to be served: Notes: | | | | |
| Garter/Bouquet Toss Time | Time: Who to announce: Notes: | | | | |
| First Dance Time | Time: Who to announce: Song: Who playing: Notes: | | | | |
| Music/Entertainment | Band/DJ: Set times: Music for between sets (if band): | | | | |
| Evening Food | Time: Menu: Where and how being served: | | | | |
| Notes | | | | | |

Event Finish

| Time (from) | | Time (to) | | Location | |
|-------------|---|-----------|--|----------|--|
| Clearing Up | Anything to be cleared that night: Who to be responsible for clearing: | | | | |
| Notes | | | | | |

Clearing the Next Day

| | |
|------------------------------------|--|
| Things to clear | |
| Who to be responsible for clearing | |
| Notes | |

Any other notes

| | |
|-------|--|
| Notes | |
|-------|--|